



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	March 24, 2000	NETC 1200.2

Access to Secured Areas at NETC After Normal Business Hours

1. Purpose. This instruction continues the procedures for the use of the National Emergency Training Center (NETC) locked rooms after normal business hours.
2. Applicability and Scope. This instruction is applicable to any and/or all who participate in classes, conferences, and activities at NETC in the capacity of staff, contractor, and/or student. Its purpose is to set forth NETC guidance which will alleviate confusion, and prevent unauthorized use of rooms and equipment and prevent undue risk to persons and property.
3. Supersession. This instruction supersedes NETC Instruction 1200.2, Access to Secured Areas at NETC After Normal Business Hours, dated February 5, 1999.
4. Authorities. OMB Circulars A71 (Security of Federal Automated Information Systems), A108 (Privacy Act), and A123 (Internal Controls System).
5. References. Federal Property Regulations Title 41.
6. Policy. Any participants (including staff, contractors, and/or students) of classes, conferences, and/or activities at NETC who wish to use any non-recreational facility during other than the normal business hours of 7:00 a.m. - 6:00 p.m. must request approval of such use from the NETC management official (Administrator, Deputy Administrator, Superintendents, Deputy Superintendents, Assistant Administrators, Branch Chiefs) who is supervising/coordinating the activity. Business hours for J Building will be 7:00 a.m. - 9:00 p.m. due to many classes having night sessions.
7. Procedures.
 - a. The NETC management official who grants approval shall follow these procedures:
 - (1) If the management official knows he/she will need to use facilities after normal business hours, and if it is not a regularly scheduled class/activity, he/she must notify the Operations and Facility Support Branch, at least two days in advance, by submitting a completed and approved copy of the attached form. The form may be sent via NETC Campus mail or cc:Mail to the security Project Manager, Security Office and the Security Specialist. (This procedure does not apply to previously scheduled training classes, such as the Emergency Management Institute (EMI) and the National Fire Academy (NFA) classes that meet at night.)
 - (2) If there is an unexpected/unplanned session after normal business hours, and if the management official does not plan to be in attendance, a completed copy of the attached form stating the name of the individual who will be in attendance and have responsibility for the activity, as well as the signature of the approving management official, will be hand

carried to the Operations and Facility Support Branch or sent via cc:Mail to Security and followed up with a phone call to Security.

(3) If there is an unexpected/unplanned session after normal business hours, and the management official plans to be in attendance, then he/she is requested to notify Security by phone at extension 1111 with the appropriate information.

(4) The named individual who is responsible for the activity must ensure all equipment is turned off, notify Security at extension 1111 that he/she is departing, and ensure the room is locked.

b. The Operations and Facility Support Branch is responsible for:

(1) Notifying approving management official if there is a reason the requested activity cannot take place.

(2) Providing Security with the approved request form or cc:mail.

c. Security is responsible for:

(1) Unlocking appropriate rooms after normal business hours for those individuals who have been authorized to use them.

(2) Ensuring that only authorized individuals are using the appropriate rooms after normal business hours.

(3) Ensuring the appropriate rooms and buildings were locked by the responsible individual who was authorized to use them.

8. Forms Prescribed. FEMA Form 95-54 Request to Use Non-Recreational Facilities at NETC After Normal Business Hours

Ronald P. Face, Jr.
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